

SECRET

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Executive Registry

62-2486

19 April 1962

MEMORANDUM FOR: Director of Personnel

ATTENTION : Chief, Benefits and Services Division

THROUGH : Deputy Director (Support)

SUBJECT : Church Services in the Headquarters Building

STATINTL

5 APR 1962

You are authorized to proceed with arrangements for church services in the Headquarters building. As you are well aware, this should answer the demands for all faiths when there is sufficient interest to bring a member of the clergy to the building to conduct services during the week on religious days. Would you please keep me advised of the progress you make in setting up these arrangements.

Executive Director

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28 October 1959

CPR LL7

## Section 7

## Excused Absences

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## GENERAL PROVISIONS

7-1. An "excused absence" is an absence administratively authorized or approved which does not result in a charge to any kind of leave with pay or in loss of basic salary. Generally, there must be legal or regulatory authority for an absence from duty during the basic work-week to be excused without charge to leave. Commanding officers and their supervisory officials are responsible for seeing that all absences from duty which may not be properly excused under the following provisions or which do not clearly serve the best interests of the service, as compared to personal interests of the employee, are charged to the appropriate type of leave. Excused absences are authorized on an individual basis, except where an installation or activity of an installation is closed or a group of employees on a specific project are excused from work (see CPR H2). While employees may be administratively excused from duty on scheduled overtime days, such absences are not within the term defined herein; and pay may not be allowed therefor. See CPR P1.

## HOLIDAYS

*Legal Holidays*

7-2. a. All employees paid on a per annum basis, except standby employees, and hourly, per diem, and piecework employees (other than consultants and experts) who have appointments not limited to 90 days or less or who have been currently employed for a continuous period of 90 days under one or more appointments without a break in service may be excused on legal holidays without charge to leave or loss of pay (CPR P1.3-4). For special regulations pertaining to

excusing non-United States citizen personnel employed outside the several States and the District of Columbia, see CPR H2.4-4. Absences on holidays falling within the regular tour of duty of standby employees will be charged to annual or sick leave or leave without pay as appropriate. When, by administrative order, an employee is required to work on a holiday and he fails to do so, the excused absence may be denied; the absence may not be charged to annual or sick leave.

*State or Local Holidays*

b. Employees may not be excused without charge to leave or loss of pay solely because of the occurrence of a State or local holiday.

*Religious Holidays*

c. In consonance with the desires expressed in a letter from the Special Assistant to the President, dated 15 March 1961, it is the policy of the Department of the Army to permit absence from work for employees who desire to observe religious holidays of their faith. Where circumstances permit, commanding officers may rearrange work schedules to provide substituted work time. Otherwise, the absence will be charged to annual leave or if no leave is available, to leave without pay. Where it is possible to rearrange work schedules, employees who have religious convictions against working on Saturdays should be assigned tours of duty with Saturday as their regular day off.

## ABSENCES CONNECTED WITH EMPLOYMENT

7-3. Absences from regularly assigned duties in connection with the activities outlined below are considered constructive duty time; that is,

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commanding officers are authorized to "excuse" any employee without charge to leave or loss of pay to the extent indicated in each case.

#### *Appeals*

a. Time required in appearing before any appeals board or committee at the installation will be excused absence from duty without charge to leave or loss of pay. Absences from duty for attendance at any other hearings, except on the installation's behalf, are a charge against annual leave or leave without pay. Except as provided in CPR E2.2-5, the development and documentation for an employee's appeal must be done on his own time.

#### *Brief Periods of Absence and Tardiness*

b. In ordinary circumstances, tardiness and unavoidable or necessary absences from duty of less than 1 hour are either excused for adequate reasons, or handled administratively by requiring additional work. Such absences also may be charged against any compensatory time the employee may have to his credit as a result of irregular overtime previously worked. When employees are chronically tardy or otherwise absent from duty without adequate excuse, such absences and tardiness may be charged to annual leave, leave without pay or AWOL, as appropriate, or may become the basis for disciplinary action. In the event a charge is made against annual leave, it must be in multiples of 1 hour. The employee may not be required to work during the additional period covered by the charge against his annual leave or leave without pay.

#### *Civil Service Examinations and Other Tests*

c. Employees taking noncompetitive examinations for promotion at the request of the employing installation, those taking examinations for their present jobs, including reexamination, and those participating in tests administered under the merit promotion program will be granted time off without charge against leave for the time necessary to complete the examination. Absence for the purpose of taking any other examinations must be charged to annual leave or leave without pay.

#### *Conventions and Conferences*

d. Employees may be excused to attend con-

ferences or conventions without loss of pay or charge to leave whenever it is determined that such attendance will serve the best interests of the Government. Affirmative determinations should be reserved to those situations where the employee is designated as an official representative, or where a direct relationship between items on the agenda and the employee's official duty assignments make it necessary or desirable that he attend. Excused absence will always be afforded individuals authorized to attend conferences or conventions in accordance with CPR T3.2-13, and also may be extended to employees who otherwise attend at no expense to the Government (because of the fact that no travel is involved or sufficient funds are not available). This provision is not to be interpreted as authorizing reimbursement of registration fees and other expenses of attendance at conferences and conventions. Such payments are governed solely by the provisions of CPR T3.2-13. Employees may not be excused to attend conferences or conventions which do not have a direct relationship to official assignments (for example, meetings of employee or veterans' organizations), but absence for this purpose should be authorized to the maximum extent permitted by work conditions. Such absence will be charged either to annual leave, if available, or to leave without pay, as appropriate.

#### *Illness Caused by Required Vaccinations or Immunizations*

e. When an employee is absent because of illness resulting from administratively required vaccinations or immunizations, the absence will be considered an excused absence without charge to leave or loss of pay, provided the medical officer administering the vaccinations or immunizations certifies to the necessity for the absence.

#### *Medical Examinations*

f. Time spent for medical and X-ray examinations conducted at the installation to determine an employee's physical fitness for the Federal service will be considered duty time. Employees also will be excused for chest X-rays required in the Washington, D.C., metropolitan area. (In connection with this subparagraph, distinction